



**SUBMITTAL REQUIREMENTS FOR RECORDING OF  
FINAL BINDING SITE PLANS, SUBDIVISIONS, AND SHORT SUBDIVISIONS**  
Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270  
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

**CITY COMMUNITY DEVELOPMENT DEPARTMENT SUBMITTAL REQUIREMENTS**

1. One original mylar and two black or blue line copies **with original signatures on all three sets.**
2. Fees: \$62.00 for the first page, \$46.00 for the State fee, and \$5.00 for each additional page. Checks should be made payable to Snohomish County. Note: Add \$1.00 for each additional acknowledgement. Further, if multiple types of recording are occurring, additional fees may be incurred (a list of current recording fees begins at the bottom of this page).
3. Plat reservation certificate.

**SNOHOMISH COUNTY AUDITOR'S OFFICE SUBMITTAL REQUIREMENTS**

In accordance with RCW 58.09, map recording requirements are as follows:

1. Any standard material 18" x 24" is acceptable. This includes photo mylars, black-line paper or velum.
2. Permanency is no longer a requirement for recording. However, Snohomish County Code still requires final plats be submitted to Planning as permanent mylars. Cities also may have local ordinances requiring permanent mylars for their process.
3. Signatures must be original signatures, and must be made in black ink, but are no longer required to be permanent.
4. Notary seals are not required to be in black ink. If another color is used, a recorder's note will be put on the map indicating the color of the seal and that it may not scan.
5. We will no longer retain the original. Originals will be retained until the image has been quality-checked, microfilmed, and the image has been archived. At that time, the original may be picked up from the public records area by the surveyor or owner of the property.
6. Legibility for scanning is a requirement. Lines are to be in black with no grey-scale or half-tones. Dimensions should be written above or below lines so they are legible.
7. All other recording requirements remain the same including: margins, auditor's and surveyor's block, approvals, required signatures, no cross-hatching, nothing glued to the map.